SECTION 5: Installation & Adjustment Procedures

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Installation & Adjustment Procedures

1. Envelope Feeder Installation Guide

1. Raise the Paper Feed Table and turn off power.
2. Remove the Rear Cover and left Cable Blind Plate Cover.
3. Attach the Envelope Feeder's Harness (RISO Internal Harness) to the left access hole using included Jack screws.
   Note: Keep the flange of the connector toward the outside of the plate.
4. Connect the socket connector of the harness to the RISO Motor Control PCB - CN5.
   Note: The SF 3000 can NOT be used with the Astro Envelope Feeder
5. Connect the Red wire to CN-3 15 (red wire) on the Motor Control PCB using a wire crimp connector.
6. Connect the Yellow wire to CN9-44 (yellow wire) on the System PCB using a wire crimp connector.
7. Attach the Envelope Feeder - RISO Mounting Guide Plates to the RISO frame below the raised Feed Table. All mounting screws should face the rear of the Risograph. (Follow Mounting Bracket Adjustment Procedure on the next Page)
8. Place the Envelope Feeder on the Envelope Feeder Console placing the bearing in the guide rail. Secure the rear of the unit with the bracket and mounting screws.
9. Install the Risograph rear cover.
10. Connect the Envelope Feeder Communication Cable from the rear of the RISO to the Envelope Feeder. The Phone style connector connects to the Envelope Feeder below the right rear cover of the Feeder's Feed Tray.
11. Place the Paper Tray Sensor Cover (P/N 65-301-22) over the Paper Detection Sensor. This Cover is to be removed when the AR8000 is not being used.
12. Mount the Envelope Feeder to the RISO by sliding the alignment pins of the Feeder into the Mounting Brackets installed on the RISO Feed Tray.
13. Level the Envelope Feeder using the Feeder's Casters.
    Note: The front casters should barely contact the floor. This will ensure that the Envelope Feeder locks into the mounting bracket (make sure Bracket Height Adjustment Procedures were followed and that LED1 on the Motor Control PCB2 is on).

The Installation is complete. Make the necessary adjustments for your application. Run a functional check to ensure proper operation.

NOTE: Maximum size envelopes should be run on Risograph Speed 1, 2, or 3.

NOTE: When feeding multiple envelopes under normal operation, the first envelope must be positioned beneath the Risograph Feed Rollers.

NOTE: The Risograph must be installed on Machine Stand: S-8925

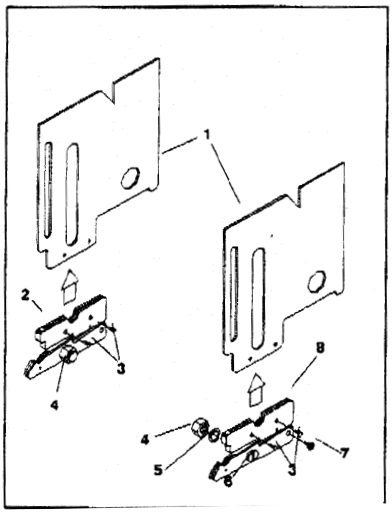
2. Mounting Bracket Adjustment

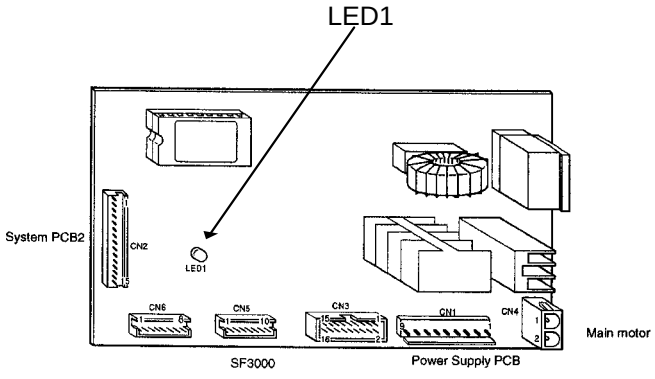
1. Loosen Nut (4) on the Hook Assembly (8) and (2).
2. Attach Hook Assemblies (8) and (2) to the Risograph GR3750 (see Figure 1-1).
   Note: The Later Model Risographs do not have pilot holes drilled in the frame to mount the AR8000 Mounting Bracket. To install the brackets simply hold the Mounting Bracket in place, scribe 2 marks on the front and 2 marks on the rear of the Risograph frame, remove the Mounting Brackets, and drill ¼" holes.
3. Lower the Paper Tray on the Risograph GR3750 (1).
4. Attach the RISO Envelope Feeder to the Risograph GR3750 making sure the Hook-Up studs are lying in the notches of the Hook Assemblies (8) and (2).
   Note: The front wheels of the AR8000 Stand should be slightly off the ground.
5. Turn the eccentric screw (6) on the Non-Operator Side Hook Assembly (2) until LED on the Motor Control PCB2 (Risograph GR3750) first turns on (see Figure 1-2).
6. Repeat for eccentric screw (6) on the Operator Side Hook Assembly (8) making sure that the screws are in the same position on both sides (ensure the Feeder is level).
7. Recheck that the LED on the Motor Control PCB2 is on.
8. Remove the RISO Envelope Feeder and tighten Hex Nuts (4) on Hook Assemblies (8) and (2).
9. Repeat Step 4 and make sure the LED on the Motor Control PCB2 (Risograph GR3750) is on.

If the Risograph remains in "Add Paper": Place the Paper Tray Sensor Cover (P/N65-301-22) over the Risograph Paper Detection Sensor.

If media does not feed when Risograph cycles: Make sure LED1 (on Risograph Motor Control PCB2) is ON. If it isn't, adjust AR8000 Height via mounting Brackets until the LED turns ON. Ensure the first envelope is under the Risograph Feed Rollers.

If Risograph is in a T-2 condition: Check if both Safety Switches are actuated. Ensure the Risograph and AR8000 are locked together properly.





General Adjustments

The Mode Switch turns on the AR8000 for setup also to operate the unit off-line from the Risograph. The Feed Switch and Speed Control are for setup only. The Risograph will control the AR8000 speed during operation. The Feed Switch allows one envelope to feed. The Speed Control allows the operator to test the stock feed capabilities at various speeds.

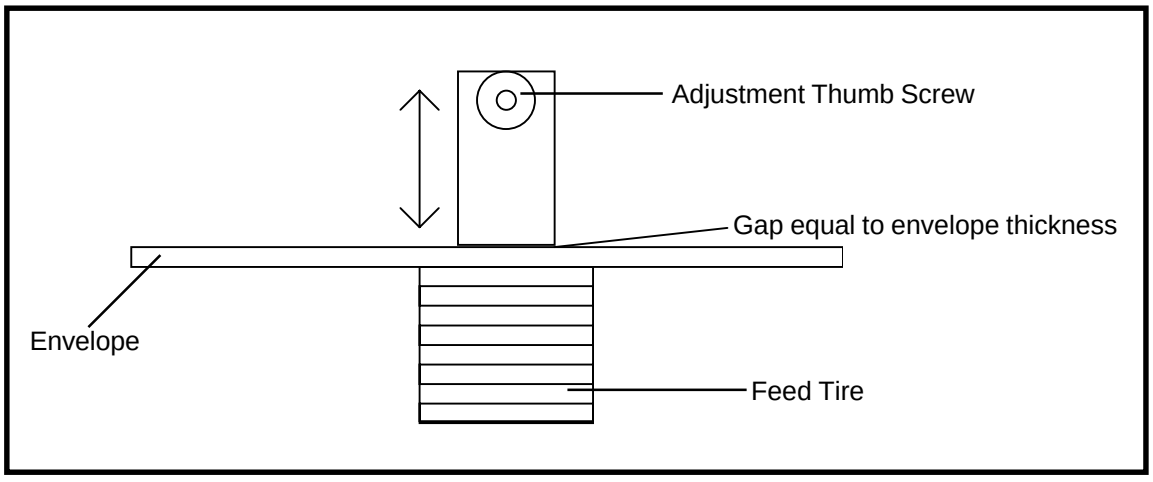
NOTE: One piece of media must be in the GR3750 Pick-Up Rollers before starting a job! The Paper Tray Sensor Cover (P/N 65-301-22) must be positioned over the Paper Detection Sensor on the Risograph Feed Tray.

3. Setting the Stripper Height

The Stripper Height is set by placing one envelope beneath the Stripper and dropping the Stripper onto the Envelope. Next, tighten the Stripper Mounts. There are five Stripper Units and only one set of Strippers is used at a time. Outer Strippers for large envelopes or two Inner Strippers for smaller envelopes. The Center stripper is used for Card Stock.

If the Stripper Gap is too small: Skewing or improper feeding will result.

If the Stripper Gap is too large: Multiple Envelope feed or skewing may result.

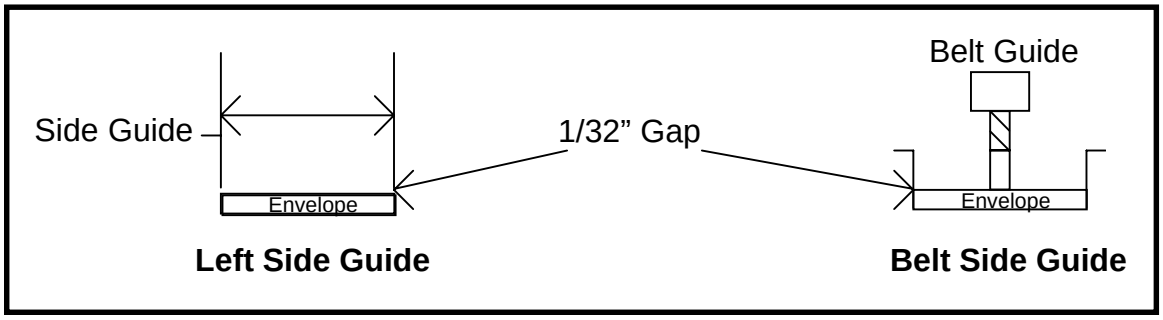


4. Setting the Envelope Side Guides

The Envelope Side Guides are designed to prevent skewing. Left side guides are adjusted by placing an envelope on the Feed Table and closing the side guides in on the Envelope. The Belt Side Guides are adjusted by noting the SCALE position of the Left Side Guide and placing the Belt Side Guides accordingly.

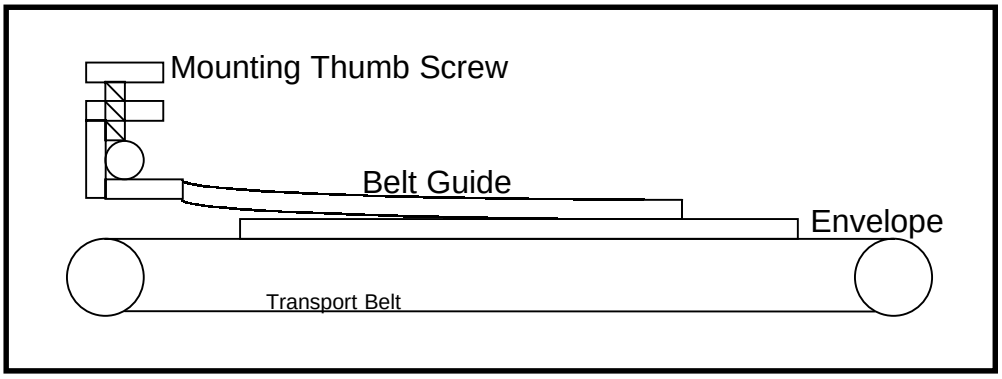
Note: The Belt Transport Motor has to be **ON** when adjusting the Belt Side Guides. Slide the Guides slowly or the Transport Belts may jump from their Positioning Guides. **A 1/32" gap is required between the envelope and side guide.**

At this time you are ready to Test Feed one Envelope. Switch the Power on (press Mode) and press the belt rotation switch. The bottom envelope should feed to the Scraper and Pick-Up Roller of the Risograph. If not, re-adjust the Side Guides or Stripper Units.



5. Envelope Belt Guide Adjustment

The Belt Guides hold the Envelopes down on the Transport Belts. To properly position the Belt Guides, place one Envelope underneath both front and rear guides, loosen the mounting thumbscrew until the Belt Guide has a slight drag on the Envelope. Tighten the Thumbscrew.

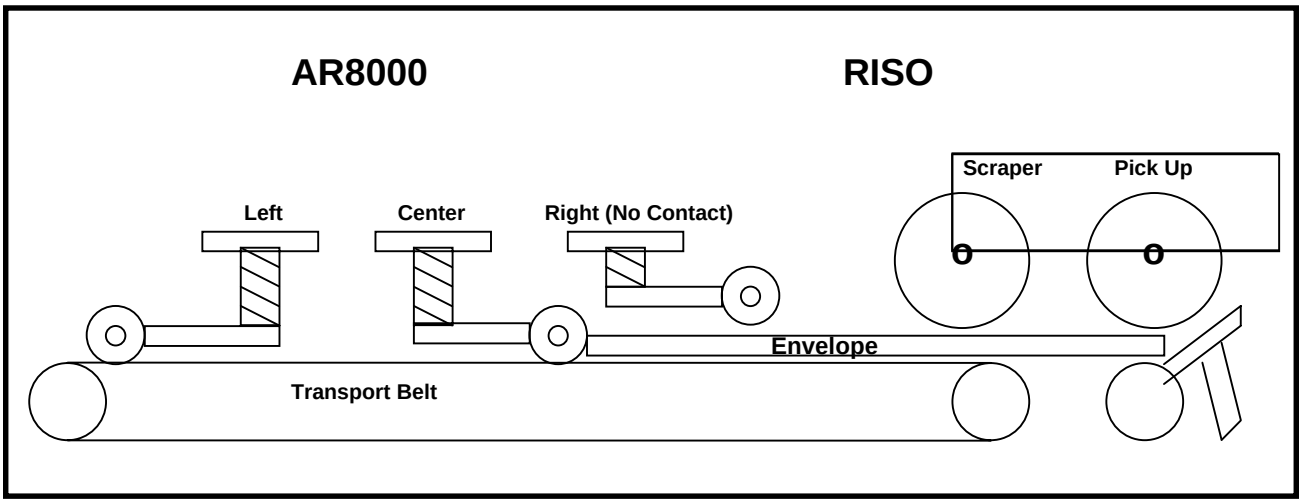


6. Metal Transport Rollers

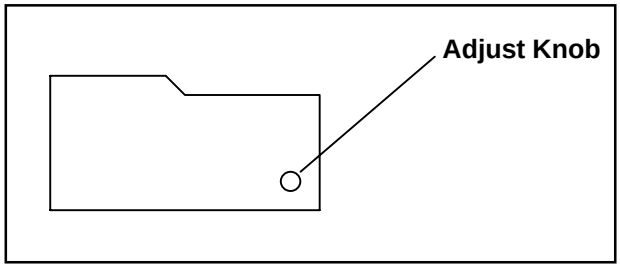
Three metal transport rollers are responsible for transporting the envelope to the Feed Roller of the Risograph. The objective is to feed the envelop, until the envelope is in the bite of the RISO Feed Roller. There are 3 Transport Rollers. Depending upon the size of the envelopes, one, two or three Transport Rollers may be used. When the Transport Rollers are properly adjusted, the Roller should be at the trail edge of the envelope (riding on the Transport Belt of the AR8000) when the envelope is in the bite of the RISO Feed Roller. Each one of the three Metal Transport Rollers may be adjusted forward, back, up or down
.

If the Right Transport Rollers is adjusted too low: Envelopes may accordion or bow.

If the Transport Rollers are adjusted too high: Envelopes will not feed to the Risograph Feed Rollers.



Note: Transport Rollers are adjustable Up, Down, Right or Left.

7. Side to Side Registration

Side to side (Horizontal Registration) is adjusted from the rotary dial at the front right base of the Feeder Unit. Clockwise brings the paper forward toward the operator, counter-clockwise brings the paper back toward the rear of the machine.